



SECRETARIAT CENTER
THE GOLD STANDARD IN THOROUGHBRED RESCHOOLING

Executive Director – Summary

The Executive Director serves as the chief administrative and fundraising leader of the Secretariat Center, responsible for overall management, financial sustainability, and operational excellence of the organization, including the Secretariat Center Program (“Program”) and equine operations. This position reports to the Board of Directors (“Board”).

The Executive Director is accountable for organizational performance, including fundraising outcomes, financial stewardship, operational effectiveness, and the delivery of high-quality equine care and program services.

Ideal Candidate Profile

The ideal candidate will bring:

- Strong, established ties within the Thoroughbred and sport horse industries, with the credibility to serve as a visible and effective ambassador
- Exceptional fundraising and relationship management skills, including demonstrated success in donor cultivation, sponsorship development, and long-term stakeholder engagement
- Proven leadership in staff management and organizational operations, with the ability to build, guide, and hold teams accountable
- A leadership style that balances oversight with empowerment, ensuring the Equine Manager is supported with appropriate autonomy, resources, and accountability
- A strong commitment to partnership with the Board, with a clear understanding of the distinction between governance and management, maintaining appropriate authority over day-to-day operations

Core Responsibilities

- Provide strategic and operational leadership across all aspects of the organization, including program delivery, administration, and personnel
- Partner with the Board to establish organizational priorities, financial targets, and long-term sustainability strategies
- Translate Board-approved strategy into actionable plans with clear goals, timelines, and accountability
- Lead and be accountable for a comprehensive fundraising program to ensure financial sustainability
- Build and maintain partnerships and community relationships to support mission and growth

- Ensure the effective management and care of horses within the adoption program
- Oversee all human resources functions, including hiring, development, and performance management
- Develop and implement policies, processes, and procedures to support operations and compliance
- Ensure the safety and well-being of all human and equine participants
- Provide regular, clear reporting to the Board on organizational performance

Leadership, Strategy & Organizational Development

- Provide strategic and operational leadership to achieve organizational priorities and measurable outcomes
- Foster a strong organizational culture aligned with mission and values
- Lead long-term strategic planning in partnership with the Board
- Identify and pursue opportunities for growth, partnerships, and program expansion
- Stay informed on industry trends and best practices
- Ensure excellence in equine care, training, and program delivery

Fundraising & Revenue Development

Fundraising is a core responsibility of this role and a primary measure of success.

- Develop and execute an annual fundraising plan aligned with Board-approved targets
- Achieve or exceed revenue goals through diversified income streams, including donors, grants, sponsorships, and events
- Lead donor development efforts, including identification, cultivation, solicitation, and stewardship
- Oversee grant strategy, applications, and reporting
- Build and maintain strong relationships with donors, sponsors, adopters, and partners
- Provide regular reporting to the Board on fundraising performance and pipeline

Community Outreach, Marketing & Communications

- Serve as the primary spokesperson for the organization
- Strengthen relationships within the Thoroughbred and broader equine industry
- Oversee outreach programs, including internships, volunteer initiatives, and educational programming
- Build and maintain partnerships with community organizations
- Lead marketing and communications efforts to enhance visibility, donor engagement, and fundraising outcomes

Operations & Administrative Leadership

- Lead day-to-day operations with a focus on efficiency, accountability, and alignment with organizational goals
- Establish and monitor program objectives and performance metrics

- Ensure compliance with all applicable nonprofit regulations, including 501(c)(3) requirements
- Oversee equine intake, care, training, safety, and adoption in partnership with the Equine Manager
- Implement systems, workflows, and data reporting to support operational effectiveness and scalability
- Drive continuous improvement across operations and equine care

Human Resources & Staff Management

- Oversee recruitment, hiring, and management of staff, interns, and volunteers
- Lead performance management, including evaluations and development
- Maintain policies to attract, retain, and support personnel
- Ensure a safe and professional working environment

Financial Management

- Oversee all financial operations, including budgeting, forecasting, reporting, and cash flow management
- Ensure financial stability and alignment with organizational priorities
- Partner with the Board and Finance Committee on financial planning and oversight
- Monitor income and expenses to ensure compliance and sustainability
- Oversee external financial partners (CPA, auditor, etc.)
- Ensure timely completion of audits, tax filings, and financial reports

Board Partnership & Governance

- Partner with the Board to support mission, strategy, and long-term sustainability
- Provide timely, accurate reporting on financial, operational, and fundraising performance
- Support the Board in governance responsibilities while maintaining clear separation from day-to-day management
- Attend Board and Committee meetings as requested

Qualifications

- Bachelor's degree required; advanced degree preferred
- 5–10 years of nonprofit leadership experience preferred
- Experience and connections within the Thoroughbred and sport horse industries strongly preferred
- Proven fundraising success with demonstrated ability to achieve revenue targets
- Executive leadership experience with strong operational and administrative oversight
- Financial management knowledge (budgeting, cash flow, reporting)
- Experience with nonprofit governance and board engagement
- Strong negotiation and relationship management skills
- Demonstrated ability to lead with accountability, make sound decisions, and drive organizational performance

- Experience building systems, processes, and operational structure

Performance Expectations

Success in this role will be measured by:

- Achievement of annual fundraising and revenue targets
- Financial stability and adherence to budget
- Operational efficiency and effective administrative systems
- High-quality program delivery and equine care
- Strength and growth of donor, stakeholder, and community relationships

To apply, please submit a resume, cover letter, and professional references to board@secretariatcenter.org, Attention: Whitney Allen. Only candidates selected for an interview will be contacted. No phone calls, please. Applications will be reviewed on a rolling basis until the position is filled.